

FILED

NOV 12 2015

APPROPRIATION NO. 18, 2015

CITY CLERK

AN ORDINANCE TO APPROPRIATE AN ADDITIONAL SUM OF MONEY FOR EXPENSES INCURRED DURING THE YEAR 2015.

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now, therefore:

BE IT ORDAINED by the Common Council of the City of Terre Haute, Vigo County, Indiana, that for the expenses of said municipal corporation the following additional sum of money is hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same:

	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
FROM: Information Technology Other Revenue #0101-0006-00-390.010	\$13,952.84	\$13,952.84
TO: I.T. Purchase of Computer Equipment #0101-0006-04-444.030	\$12,552.84	\$12,552.84
TO: I.T. Repair Supplies #0101-0006-02-423.015	\$ 1,400.00	\$ 1,400.00
TOTAL	\$13,952.84	\$13,952.84

Introduced by Don Morris Don Morris, Councilman

Passed in open Council this 10th day of December, 2015.

Todd Nation Todd Nation, President

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk

Presented by me to the Mayor this 11th day of December, 2015.

Charles P. Hanley Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 11th day of DECEMBER, 2015.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk



CITY OF
TERRE HAUTE

OFFICE OF
INFORMATION
TECHNOLOGY

City Hall
17 Harding Avenue
Room 203
Terre Haute, IN 47807

Phone: 812.244.2317
Fax: 812.244.2304

www.terrehaute.IN.gov

DUKE A. BENNETT
Mayor

BRADLEY L. SPEIDEL
Director of Information
Technology

TO: City Council

FROM: Brad Speidel – Director of Information Technology

DATE: October 29th 2015

RE: Request for Additional Appropriation

I am requesting the movement of money from the Information Technology “Other Revenue” fund into budget categories that can be spent still in 2015. This total is \$13,952.84.

I would like \$12,552.84 of the monies to be placed into the “purchase of computer equipment” and the remainder to be placed into the “repair supplies” line item.

This revenue is derived from departmental reimbursements for payments the I.T. department has made on their behalf. For example Information Technology has been paying a RICOH for all copier and printer usage during the year. I then send quarterly invoices to all city departments based upon that department’s copy/print usage.

The payments from these invoices are now being placed into a “revenue” line item instead of being returned to the budget line item that bill was originally used to pay the bill(s).

REQUEST FOR ADDITIONAL APPROPRIATION

(For Approval by Mayor, Controller, and City Council)

This form is to be used when a department needs additional monies for a depleted line item or account. This form is also used for appropriations required by certain N/R accounts.

If a Department has sufficient monies in other line items to cover the funds needed in the depleted line item, a transfer of those monies should be made rather than an appropriation of new money.

0101-0006-00-390,010

DEPARTMENT or FUND Information Technology DATE 10/29/15

FUND FROM WHICH APPROPRIATION IS TO BE MADE OTHER REVENUE

Dept or Fund	Account #	Account Name	Amount
TO: <u>Info Tech.</u>	<u>0101-0006-00</u>	<u>OTHER REVENUE</u>	<u>\$ 12,552.84</u>
	<u>04-444,030</u>	<u>Purch. of Comp. Equip.</u>	
TO: <u>Info Tech.</u>	<u>02-423,015</u>	<u>Repair Supplies</u>	<u>\$ 1,400.00</u>
TO: _____	_____	_____	\$ _____
TO: _____	_____	_____	\$ _____

Total Amount to Be Appropriated

13,952.84

Department Head Approval:
(Forward to Mayor)

Signature

Date: 10/29/15

Mayoral Approval:
(Forward to Controller)

Signature

Date: 10-29-15

Controller Approval:
(Forward to Legal)

Signature

Date: 11/10/15

Received by Legal:

Date

Appropriation # _____

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this appropriation. Such information should include the specific services or products you intend to purchase.

Del. to Legal
modified on 11/9/15